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CLIENT SERVICE AUTHORIZATION AGREEMENT

Thank You for selecting Credential Check Corporation as your employment screening provider, please read all pages of this Agreement, enter the appropriate information and forward to Credential Check Corporation. A fully executed copy of this agreement will be returned with your welcome package.

This AGREEMENT for services identified below is made between Credential Check Corporation located at 575 East Big Beaver Road Troy, MI 48083-1300, Suite 300 and Client. This Agreement shall be effective and enforceable as of the date the Agreement is signed by an authorized representative of Client, an authorized representative of Credential Check and countersigned and approved by the President of Credential Check with respect to any modifications to the standard terms contained in this Client Service Authorization Agreement.

I. Credential Check Services.

Subject to the terms and conditions of this Agreement, Credential Check, a consumer reporting agency, shall provide among other things, consumer reports and investigative consumer reports "Background Check Reports" as defined by the Fair Credit Reporting Act (FCRA) upon Client's request.

II. Client Obligations. Client agrees to the following:

- a. Client's Certification of Legal Compliance. In utilizing Credential Check's services, Client is considered an "End User" of consumer reports and/or investigative consumer reports under the FCRA and applicable state law. Client shall be responsible for identifying and complying with all federal, state, local and foreign laws and regulations (jointly, "Compliance Laws" applicable to Client in connection with its request and use of Background Check Reports. Client agrees that it will comply with the End User Certification of Compliance (**Addendum A**).
- b. Verification of Applicant's Identity. Client shall be and remain responsible for performing the final verification of the applicant's identity. (I.e. I-9 completion and retention)
- c. Hiring Decision. Client shall base employment decisions or any actions on the Client's Lawful policies and procedures and recognize that Credential Checks' employees are not allowed to render any legal opinions regarding information contained in Background Screening Reports. Credential Check will mark a "flag" on various results including but not limited to criminal records, motor vehicle violations, discrepancy in information provided on employment verification from the application etc. Client agrees that it will not make any decisions based in part or whole on the presence (or lack of presence) of a flag on the report. Client agrees that it alone is making employment decisions, and that it will do so only (1) after reviewing the full consumer report, not just the flags, and (2) in conformity with all applicable laws. Client shall indemnify and hold Credential Check harmless for any claims arising out of its inclusion (or lack of inclusion) of a flag on the reports it receives from Credential Check.
- d. Legal Advice. Client agrees that it will consult with its own legal or other counsel regarding the use of background screening information, including but not limited to, the legality of using or relying on reported information. Client recognizes that information is obtained and managed by fallible sources, and that for the fee charged, Credential Check does not guarantee or ensure the accuracy of the depth of the information provided. The information provided herein should not be construed to constitute a legal opinion; rather it is a compilation of information gathered from reliable sources and/or public records for Client's review. Credential Check does not guarantee Client's compliance with all applicable laws in its use of reported information, and does not provide legal or other compliance related services upon which Client may rely in connection with Credential Check's furnishing of reports. Client understands that any conversation or communication with Credential Check's representatives regarding searches, verifications or other services offered by Credential Check are not to be considered a legal advice or opinion regarding such use.
- e. Resale of Information. Client certifies they will not resell any of the information provided.
- f. Payment. All invoices will be payable by Client within 15 Days of invoice date, without set-off or reduction. Any invoice which remains unpaid past the due date shall be assessed a service charge of 1½% per month. Any dispute with any invoice must be brought to the attention of Credential Check in writing within fifteen (15) days of the invoice date or Client waives any such dispute and the invoice shall be final, binding and indisputable. Client shall pay all reasonable attorney's fees, court costs and expenses which may be incurred in connection with the collection of any past due amounts.
 - If any additional fees (court access, education, or employment verification, etc.) are required to complete the requested searches they will be billed to Client in addition to the prices quoted.
 - When Client requests credit reports (tenant or employment) shall have a one-time site inspection to comply with credit bureau requirements. The fee for this inspection is \$75.00 with the exception of Nevada which is \$115.00.
 - If an account remains inactive for 12 consecutive months, it may be closed and a new Agreement may be required to reopen the account.
- g. Access Security. Client will identify and authorize all account End User(s) and their respective access privileges, and promptly notify Credential Check of any changes of account users and/or if any account numbers or passwords become invalid, inactive or compromised in any manner. Client shall maintain reasonable and appropriate technical, physical and administrative measures to protect against unauthorized access to and/or misuse of the Credential Check System(s) and Background Check Reports, including those described in **Addendum A**. Credential Check may immediately suspend and, upon notice cancel, Client's account in the event Credential Check should reasonably suspect or identify any misuse of or unauthorized access to its system(s) and/or Background Check Reports through Client's account, or if Client at any time fails to meet Credential Check's standard company credential requirements.
- h. Orders. Client understands and agrees to the following with regard to its orders:
 - Orders must be placed prior to 12 noon EST for that calendar day to be considered in the turnaround time calculation. The scheduled starting and completion dates of projects are estimates only. The failure by Credential Check to commence or complete the services hereunder as of the dates specified shall not constitute a breach of this Agreement. Failure to deliver any report by an approximated date and time does not absolve Client of the need to pay for ordered services. Client releases Credential



Check from any and all liability relating to or arising out of the fact that Credential Check did not provide information products to Client by a specific time or day.

- Duplication of orders by User is outside the control of Credential Check and will result in an additional charge.
- Orders cancelled four (4) or more hours after being placed will incur full charges; some cancellations may incur charges in less time.

- i. Reference to your name. Credential Check may use Client's name and logo on its public website, marketing materials including but not limited to proposals, brochures and tradeshow booth printed materials and in phone discussions with current or potential clients.

III. **Credential Check Obligations** Credential Check agrees to the following:

- a. Service Performance. Upon Client's request, Credential Check shall in accordance with this Agreement, and in accordance with Credential Check's standard service levels, guidelines and procedures (which may be modified from time to time without notice in Credential Check's discretion), perform services requested by Client.
- b. Compliance. Credential Check shall be responsible for identifying and complying with all laws applicable to Credential Check in its preparation and transmission of Background Check Reports.
- c. Data Privacy and Security. Credential Check shall implement reasonable and appropriate technical, physical and administrative measures to protect data against accidental or unlawful destruction and unauthorized disclosure or access.
- d. Standard of Care. Credential Check's services will be performed in a professional manner in accordance with industry standards. Credential Check will follow reasonable quality assurance procedures to reasonably assure the accuracy of the information contained in a Background Check Report and to maintain procedures designed to increase the likelihood that the reported public record information is complete and accurate. Credential Check will re-verify at no cost any disputed report when either the Client or the subject makes a request in accordance with applicable laws. Client acknowledges, however, that Credential Check cannot be an insurer of, and cannot guarantee the accuracy, validity or completeness of, the information because such information is subject to human error and obtained from public records and other third party sources that are not under the control of Credential Check and may not always be accurate, valid or complete. Except as expressly set forth in the agreement, Credential Check disclaims all warranties, express or implied.
- e. Record Retention. Credential Check will maintain Background Check Report information and transaction details for a minimum of six (6) years. If an inquiry is made by the subject they are entitled to a copy of the report requested by Client when the request is lawful and identification is verified.

IV. **Liability and Indemnity**

Client acknowledges that Credential Check is not an insurer and makes no warranty, express or otherwise, regarding the information products provided. Client understands that Credential Check obtains the information reported in its information products from various third party sources "AS IS", and is therefore providing the information the Client "AS IS." Credential Check makes no representation or warranty whatsoever, express or implied, including but not limited to, implied warranties of merchantability or fitness for particular purpose, or implied warranties arising from the course of dealing or a course of performance with respect to the accuracy, validity, or completeness of any information products and/or consumer reports, that the information products will meet Client's and/or End User's needs, or will be provided on an uninterrupted basis; Credential Check expressly disclaims any and all such representations and warranties.

Credential Check shall defend, indemnify, reimburse, protect and hold harmless Client and each of this employees officers, shareholders, successors, assigns, agents, third-party contractors, licensees, and affiliates (collectively, the "Client Indemnified Parties"), from and against any and all claims, judgments, damages, losses, liabilities, suits, investigations, costs and expenses (inclusive of legal fees, and regardless of the outcome of any proceeding) that arise out of or are in any manner related to the intentionally improper or grossly negligent delivery of services performed by Credential Check in providing the Services or Products hereunder. Client shall defend, indemnify, reimburse, protect, and hold harmless, Credential Check and each of its employees, officers, shareholders, successors, assigns, agents, third-party contractors, licensees and affiliates (collectively, the "Credential Check Indemnified Parties"), from and against any and all claims, judgments, damages, losses, liabilities, suits, investigations, costs, and expenses (inclusive of legal fees, and regardless of the outcome of any proceeding) that arise out of or are in any manner related to Client's improper or negligent use of the Services or Products provided by Credential Check, or any breach by Client of any of its representations or agreements in this Agreement or claims by third parties including the subject of the report. Client acknowledges that it is solely and independently responsible (legally, financially, and otherwise) for any use, decision, action, or omission to act that is based on, or in any way related to, the services or products provided by Credential Check.

Under no circumstance shall Credential Check be liable for any damages, losses, costs, or attorneys' fees that collectively exceed the larger of the following: (1) the amount at which the Client was invoiced within the year preceding the suit or (2) the policy limit for Credential Check's applicable insurance coverage covering the claim.

Client understands that Credential Check will agree to indemnify it to a greater extent at an additional cost agreed to by the parties.

V. **Confidential Information**

Client and Credential Check acknowledge that, as a result of the relationship between Client and Credential Check created by this Agreement, Client and Credential Check may have access to the following: (i) each other's valuable trade secrets, as defined by applicable law; (ii) and each other's proprietary information which relates to each other's past, present and future research, development and business activities; and (iii) information arising from the Service or Product provided by Credential Check to the Client (collectively, the "Confidential Information"). Client and Credential Check hereby agree on behalf of themselves, their shareholders, officers, employees, affiliates, subsidiaries, agents and representatives (the "Affiliates"), to treat and maintain the confidentiality of each other's Confidential Information. Client, Credential Check and Affiliates shall not use, without prior written consent, nor disclose, in whole or in part, any Confidential Information. Client, Credential Check and Affiliates shall not disclose any Confidential Information nor shall Client, Credential Check and/or Affiliates use Confidential Information to the detriment of each other.

The terms of this provision shall survive the termination of this Agreement. By execution hereof, Client and Credential Check acknowledge and agree that money damages would not be a sufficient remedy for a breach of this provision of the Agreement, and, in addition to all other



remedies to which either party may be entitled, either party shall be entitled to specific performance and injunctive or other equitable relief as remedies for such breach or threatened breach. Client and Credential Check agree not to disclose any Confidential Information to any Affiliate until said Affiliate fully understands the terms of this Agreement and this confidentiality clause. In addition to the confidentiality obligations contained herein, Client shall not during the term of this Agreement and for a period of two years following the termination or expiration hereof retain, hire, employ or utilize the services of a Credential Check employee or former employee.

VI. Dispute Resolution

Except as otherwise specified herein, in the event of a dispute between Client and Credential Check, the Arbitration provisions provided for in this paragraph will be the exclusive method and remedy for dispute resolution hereunder and the Arbitrator's decision will be final and binding and not subject to appeal.

Any arbitration shall not be brought by a party hereto unless the same is commenced within a period of ninety (90) days following the date on which a claim arose or the date on which a party should have known of such claim. In addition, any other matters relating to this Agreement shall be subject to the same arbitration provisions.

Any arbitration of any and all disputes arising out of this Agreement shall be decided through the commercial arbitration rules of the Office of Arbitration Services of the Federal Mediation and Conciliation Service, ("OAS") utilizing three (3) arbitrators to be heard in Detroit, Michigan unless other procedures are agreed upon in writing between the Parties. Each party shall select an arbitrator from the list provided by the OAS. The arbitrators so selected shall thereafter name a third arbitrator. Together the three persons so named shall constitute the arbitration panel to make the determination as provided herein, such determination to be made by majority vote. The determination of the arbitrator arbitrators in connection with interpreting this Agreement shall be binding and final upon all Parties. The award of the arbitrators may be filed with the clerk of the appropriate court having jurisdiction in Oakland County, Michigan. Judgment may be rendered by the court upon the arbitration award and execution may be issued upon the judgment in accordance with MCLA §600.5001-§600.5035 and Rule 3.602 of the Michigan Court Rules, or their successor provisions.

The cost for arbitration shall initially be split equally between the Client and the Credential Check. The arbitrators shall not have the power to change, modify or otherwise alter the provisions of this Agreement and the arbitrators' written determination shall be based solely upon the Agreement. The arbitrators' award shall be made in writing, but shall not make any findings of fact or conclusions of law. The arbitrators shall have no authority to award punitive or other damages not measured by the prevailing party's actual damages pursuant to this Agreement, and may not, in any event, make any ruling, finding, or award that does not conform to the terms and conditions of this Agreement. No party or arbitrator may disclose the existence, content, or results of any arbitration or arbitration award without the prior written consent of all parties except to the extent necessary to enter and enforce a judgment based upon such award.

The parties shall allow and participate in discovery in accordance with the United States Federal Rules of Civil Procedure for a period of One Hundred Twenty (120) days after the filing of an answer or other responsive pleading. Unresolved discovery disputes may be brought to the attention of the arbitrators for resolution. The arbitration shall be completed within One Hundred Eighty (180) days following the filing of the arbitration action.

The prevailing party shall be awarded all of the filing fees and related administrative costs in connection with the arbitration. Administrative and other costs of obtaining an arbitration award including the costs of subpoenas, depositions, transcripts, witness fees, reasonable attorney fees, and similar costs related to obtaining and enforcing an arbitration award, will be added to and become a part of the amount due the prevailing party. In the event of arbitration to enforce the terms or provisions of this Agreement, the non-prevailing party shall pay to the prevailing party all attorneys' fees, court costs and expenses of litigation or arbitration incurred by the prevailing party or parties to enforce this Agreement.

The arbitrators shall, to the extent permitted by law, make a determination as to a single prevailing party. The arbitrators shall not reach a compromise ruling unless clearly called for.

If a third-party seeks legal recourse against Credential Check based on services provided under this Agreement, the parties agree that the matter will be resolved through state or federal courts, not through arbitration. Further, Client agrees that Credential Check may join Client in any lawsuit brought by a third-party in connection with services provided by Credential Check to Client, or otherwise involving Client.

VII. General Terms and Conditions.

- a. Mutual Benefit. It is expressly understood that this AGREEMENT is entered into solely for the mutual benefit of the parties herein and that no benefits, rights, duties, or obligations inure to any party other than those signatory hereto.
- b. Term of Agreement. This AGREEMENT will remain in full force and effect for a period of one year from the effective date of this AGREEMENT. This AGREEMENT may be terminated, with or without cause, by either party, upon thirty days prior written notice of cancellation. Any retainer fees paid to secure the services described will be subject to forfeiture (all or in part) to compensate Credential Check for expenses incurred as a result of service delivery preparation and start-up. At the end of the initial one-year period, this AGREEMENT shall automatically renew on a month-to-month basis unless terminated pursuant to a thirty day written notice by either party.
- c. Force Majeure. Except for the payment obligations of Client, the obligation of either party to perform under this Agreement shall be excused during a reasonable period of delay caused by matters beyond such party's reasonable control, including changes in laws, university or courthouse closures, power or internet service failure, third party system or service failure, war, earthquake, fire, flood or other natural disasters.
- d. Governing Law. This AGREEMENT shall be governed by, construed and enforced in accordance with the laws of the State of Michigan. Any action to enforce the terms or conditions of this AGREEMENT or otherwise arising from or connected with the subject matter hereof shall be governed by Michigan law.
- e. Invalid Provision. The invalidity or unenforceability of any particular section of this AGREEMENT shall not affect the rest of hereof, and this AGREEMENT shall be construed in all respects as if such invalid or unenforceable section were omitted.

- f. Independent Contractor. The parties agree that the relationship of the parties created by this Agreement is that of independent contractor and not that of employer/employee, principal/agent, partnership, joint venture or representative of the other. Except as authorized hereunder, neither party shall represent to third parties that it is the employer, employee, principal, agent, joint venture or partner with, or representative of the other party.
- g. Notice of Breach. Except for payment obligations of Client, prior to claiming any breach by a party hereunder, the party alleging such breach shall first provide the alleged breaching party with written notice thereof specifying the claimed breach and providing the alleged breaching party a period of no less than thirty (30) days to cure the breach.
- h. Modification of Agreement. It is specifically understood that this AGREEMENT supersedes all previous AGREEMENTS, oral or written, between Credential Check and Client. This AGREEMENT shall not be superseded or modified by any purchase order or acknowledgement issued at any time by the Client. Credential Check may make modifications to this agreement periodically. These modifications may be mailed to the Client and the Client's use of Credential Check services after the date specified in the communication will be construed as your agreement and implied consent to these modifications.
- i. Services or Products offered: Credential Check reserves the right to change the Services or Products and charges, but no change shall become effective earlier than 30-days after written notice thereof shall have been given by Credential Check to the Client.

SERVICES SELECTED BY CLIENT

Client acknowledges that it has selected the services to be provided and that additional services are available at additional cost. Client acknowledges that it alone has determined which services best suit its interests and that it is not relying upon Credential Check in making this determination.

| Service |
|---|
| <input type="checkbox"/> County Criminal |
| <input type="checkbox"/> National Criminal Index Plus |
| <input type="checkbox"/> SSN# Trace |

CLIENT INFORMATION

| | | | |
|---------------|--|------|--|
| Company Name | | Tel: | |
| Address | | Fax: | |
| | | | |
| City, St, Zip | | | |
| Website | | | |

SIGNATURES:

CLIENT:

By: _____
 Its: _____ Date: _____
 Federal Employer Identification Number: _____

CREDENTIAL CHECK CORPORATION:

By: _____
 Its: _____ Date: _____
 By: _____
 Its: President Date: _____



[] Addendum A – Client Certification of Compliance

Client certifies to Credential Check as follows with respect to each Background Check Report requested and/or received:

- 1. Permissible Purpose. Client certifies that it will only obtain consumer reports or investigative consumer reports for the permissible purpose checked below, and in conformity with federal and state law.

[] Section 604(a)(3)(B) of the Fair Credit Reporting Act
For employment purposes including evaluating a consumer for employment, promotion, reassignment or retention as an employee, where the consumer has given prior written permission.

- 2. Reports Ordered For Employment Purposes
a. Client shall make a clear and conspicuous disclosure to the applicant or employee, in writing and in a separate document, that a consumer report may be obtained for employment purposes;
b. Client Shall obtain the proper written authorization from the applicant or employee for any consumer report prior to requesting a report, in compliance with state and federal law;
c. If an adverse employment decision may be taken based in part or whole on any report obtained from Credential Check, Client will provide before any adverse decision is made proper notice to the applicant or employee, a copy of the report obtained, and a copy of the Summary of Rights, as required by the Fair Credit Reporting Act.
d. Wait for a reasonable period of time after sending the pre-adverse notification before taking adverse action against any individual;
e. After taking adverse action based in part of whole on a report provided by Credential Check, Client will provide proper notice to the applicant or employee, a copy of the report obtained and a copy of the Summary of Rights, as required by the FCRA;
f. Provide applicant or employee with Identity Theft Summary of Rights upon expression of any identity theft concern
3. Investigative Consumer Reports. In addition to the disclosure requirements identified above, if the consumer makes a written request within a reasonable amount of time, Client will provide: add to whom
a. Information about whether an investigative consumer report has been requested;
b. If an investigative consumer report has been requested, written disclosure of the nature and scope of the investigation requested; and
c. Credential Checks' contact information, including complete address and toll-free telephone number. This information will be provided to the consumer no later than five (5) days after the request for such disclosure was received from the consumer or such report was first requested, whichever is later.
4. Criminal Background Checks. Client acknowledges that criminal records are maintained in various ways. Sometimes a criminal record is linked with a date of birth, address, or driver's license.
5. Alias Name and Other Legal Names. Client understands that public records are predominately indexed by name. As such, client specifically authorizes court research into Alias or Other Legal Names in the course of the performance of services by Credential Check and agrees to compensate Credential Check for the related cost necessary to perform this research. Client may decline this additional research by checking this box:

[] I hereby decline Alias Name and Other Name searches.

- 6. Motor Vehicle Reports (Driving Records). Client hereby certifies that Motor Vehicle Records and/or Driving Records (MVRs) shall only be ordered in strict compliance with the Driver Privacy Protection Act ("DPPA", at 18 U.S.C. § 2721 et seq.) and any related state laws. Client further certifies that no MVRs shall be ordered without first obtaining the written consent of the consumer to obtain "driving records," evidence of which shall be transmitted to Credential Check in the form of the consumer's signed release authorization form. Client also certifies that it will use this information only in the normal course of business to obtain lawful information relating to the holder of a commercial driver's license or to verify information provided by an applicant or employee. Client shall not transmit any data contained in the resulting MVR via the public internet, electronic mail or any other unsecured means.

- 7. Copies of Reports And State Law Notices For Consumers. If Client has offices or locations in California, Oklahoma, or Minnesota or seeks consumer or investigative consumer reports about individuals in such states, it acknowledges that state laws require it to take certain steps when obtaining background checks. Client agrees to follow all such laws. It further acknowledges its compliance by checking the applicable box(es) below.

[] CALIFORNIA EMPLOYERS ONLY
All employers located in the state of California and/or employing individuals within the state of California are responsible for complying with California Assembly Bill 655, sections 1786.16 and 1786.22.
[] OKLAHOMA EMPLOYERS ONLY
All employers located in the state of Oklahoma and/or employing individuals within the state of Oklahoma are responsible for complying with 24 O.S. § 151.
[] MINNESOTA EMPLOYERS ONLY
All employers located in the state of Minnesota and/or employing individuals within the state of Minnesota are responsible for complying with M.S. §13C.02.

- 8. Access Security Obligations. Client acknowledges it must take reasonable procedures to protect the privacy of consumers. To that end, Client agrees to do the following, among other things:
a. Client will take reasonable procedures to protect its account number and password so that only key personnel employed by your company know this sensitive information, including not posting this information anywhere in the facility. Client agrees to change account passwords immediately if a person who knows the password leaves its company or no longer needs to have access due to a change in duties.
b. Client will take reasonable steps to ensure that reports will be requested only by User's designated representatives and forbid its employees from obtaining reports on themselves, associates or any other persons without a permissible purpose.
c. Client agrees it will not discuss its account number or password by telephone with any unknown caller.
d. Client will notify Credential Check immediately upon termination of employment of all authorized personnel in order for Credential Check to remove access to all Credential Check Systems.
e. Client will restrict the ability to obtain consumer information to personnel that client deems are required to access.
f. Client agrees to place all terminal devices used to obtain consumer information in a secure location within its facility so that unauthorized persons cannot easily access them.
g. Client agrees it will turn off and lock all devices or systems used to obtain consumer information.
h. Client will secure hard copies and electronic files of consumer reports within its facility so that unauthorized persons cannot easily access them.
i. Client agrees to shred and/or destroy all hard copy consumer reports when they are no longer needed and erase and overwrite or scramble electronic files containing consumer information when no longer needed and when applicable regulation(s) permit destruction within all applicable laws.
j. To avoid improper usage of credit reports, Client agrees to notify its employees that Client can access credit information only for the permissible purposes listed in the Fair Credit Reporting Act.
9. Website Usage. If Client is permitted to request consumer reports for employment purposes via Credential Check's website then, in addition to all other obligations, Client agrees to abide by such additional conditions that may be imposed to utilize the website, provide all required certifications electronically, to maintain complete and accurate files containing all required consent, authorization and disclosure forms with regard to each consumer for whom a report has been requested, and maintain strict security procedures and controls to assure that its personnel are not able to use Client's Internet access to obtain reports for improper, illegal or unauthorized purposes. Client agrees to allow Credential Check to audit its records at any time, upon reasonable notice given. Breaches of this Agreement and/or violations of applicable law discovered by Credential Check may result in immediate suspension and/or termination of the account, legal action and/or referral to federal or state regulatory agencies.

Authorized Users

| | |
|---------------------------------|---|
| Executive (EX) | Authorized to speak to about the account and background checks but does not have a user ID to the system and is not actively involved in the background submission process. |
| Primary Business Contact | Main contact for account inquiries and account changes |
| Main Processor (MP) | Main contact for daily screening inquiries and primary processor of screening requests. This contact may request, view and inquire about results. |
| Secondary Processor (SP) | Secondary / Alternate processing contact for screening requests. This contact may request, view and inquire about results. |
| Requestor Only (RO) | This contact only has authority to transmit requests. This contact does not have the authority to view results or inquire about results. |
| Accounting Contact | Receives invoices and statements |

Company Name:
Location:
Name:
Date:

| | | | |
|---|--|---------|--|
| Accounting Contact | | Title | |
| Contact number | | ❖ Email | |
| ❖ E-mail (In an effort to conserve our environment, Credential Check only delivers invoices by e-mail.) | | | |
| <input type="checkbox"/> I would like Credential Check to charge my Credit Card (See Addendum B) | | | |

| | | | |
|---------------------------------|--|-------|--|
| Primary Business Contact | | Title | |
| Contact Number | | Email | |
| Contact Type | <input type="checkbox"/> EX <input type="checkbox"/> MP <input type="checkbox"/> SP <input type="checkbox"/> RO <input type="checkbox"/> Receives Complete Reports (See Table Above) | | |
| Location & Department | | | |

| | | | |
|---------------------------|--|-------|--|
| Additional Contact | | Title | |
| Contact Number | | Email | |
| Contact Type | <input type="checkbox"/> EX <input type="checkbox"/> MP <input type="checkbox"/> SP <input type="checkbox"/> RO <input type="checkbox"/> Receives Complete Reports (See Table Above) | | |
| Location & Department | | | |

| | | | |
|---------------------------|--|-------|--|
| Additional Contact | | Title | |
| Contact Number | | Email | |
| Contact Type | <input type="checkbox"/> EX <input type="checkbox"/> MP <input type="checkbox"/> SP <input type="checkbox"/> RO <input type="checkbox"/> Receives Complete Reports (See Table Above) | | |
| Location & Department | | | |

| | | | |
|---------------------------|--|-------|--|
| Additional Contact | | Title | |
| Contact Number | | Email | |
| Contact Type | <input type="checkbox"/> EX <input type="checkbox"/> MP <input type="checkbox"/> SP <input type="checkbox"/> RO <input type="checkbox"/> Receives Complete Reports (See Table Above) | | |
| Location & Department | | | |

Additional Users should be provided on a separate page